

## FINANCE DEPARTMENT

No. 6771 (13)—XIV—Aud.—40/91—F.

The 9th October 1991

From

Shri B. B. MOHANTY  
Deputy Examiner of Local Accounts—cum—  
Deputy Secretary to Government.

To

All District Audit Officers, Local Fund Audit

Subject —Maintenance of prescribed Registers in the District Audit Offices

Sir,

In course of inspection of some District Audit Offices, it is noticed that all the prescribed Registers are not maintained properly for which the very purpose is defeated. Due to improper maintenance or non-maintenance of Registers, the correct position is not known at the first sight. The Registers required to be maintained in each District Audit Office have been indicated in the Hand Book of Important Circulars, Vol.-I published by this organisation.

Hence, all the District Audit Officers are directed to ensure proper maintenance of the following prescribed Registers immediately under intimation to this Department;

Name of Registers	References
1. Register showing Surcharge action under D. L. F. A. Act for the year.	Page 33 of Hand Book of Important Circulars.
2. Register of Surcharge cases	Page 69 Ditto
3. Draft Audit Report Check Register (to be maintained by Audit Superintendent).	Page 121 Ditto
4. Check Register of Audit Reports	Page 122 Ditto
5. Demand Note Register of Audit fees recoverable	Page 123 Ditto
6. Check Register of Weekly Diaries of Auditors	Page 124 Ditto

Yours faithfully

B. B. MOHANTY

Deputy Examiner of Local Accounts—cum—  
Deputy Secretary to Government